

Using Skype

Skype is software that enables you to make free video and voice calls, send instant messages and share files with other Skype users. To use Skype you need access to broadband internet connection.

To begin to use Skype access the website at <http://www.skype.com/welcomeback/>

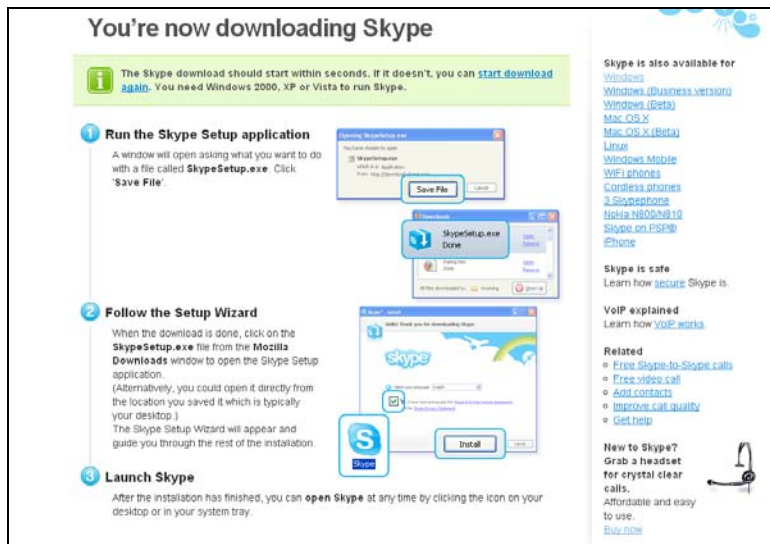
Download Skype to your computer by clicking on **Download**.



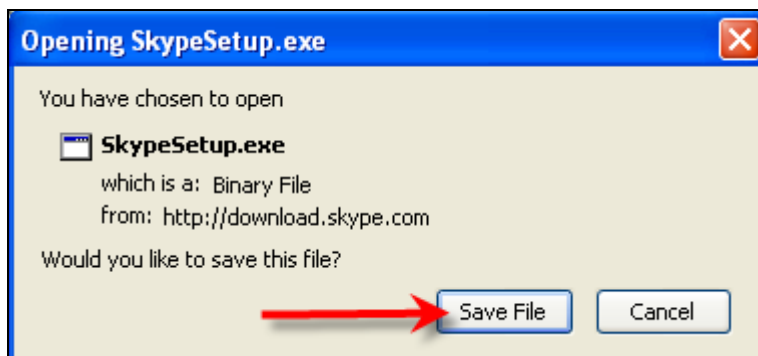
When the screen refreshes click on **Download now**.



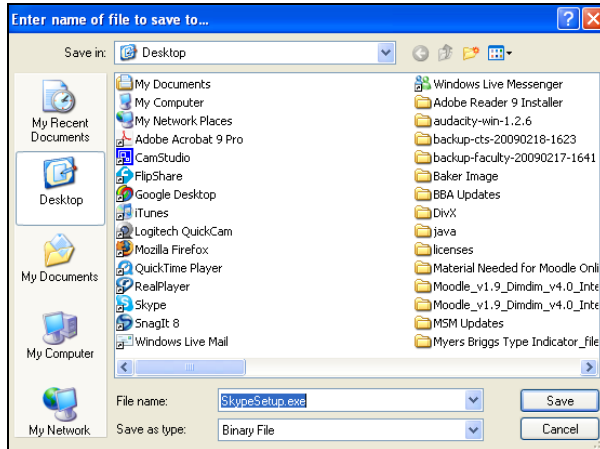
The next screen will outline the steps for downloading Skype to your computer.



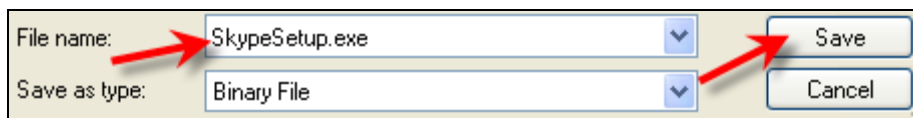
In the pop-window that will automatically appear click on **Save File**.



You then need to tell Skype where on your computer you would like to save the file.




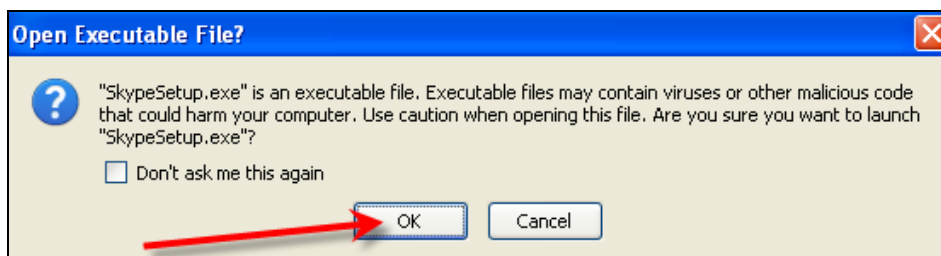
You will see **SkypeSetup.exe** in the File name. When you have chosen where to save Skype click on **Save**.



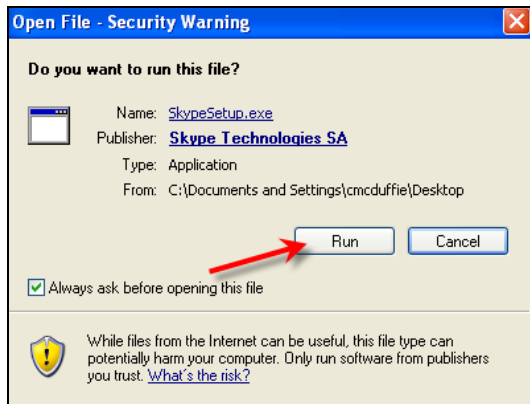
You may have to wait a bit after you click **Save**.

Once Skype has downloaded to your computer you will need to access it and tell it to “run”.

Find where you have saved Skype to your computer (look for this icon ) double click on it and choose **OK**.



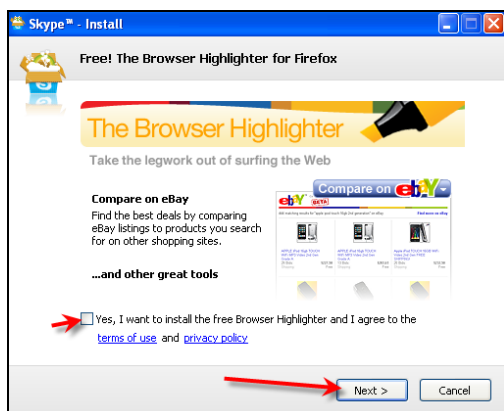
Then tell the program to **Run**.



Next, select your language and click on **I agree-install**.



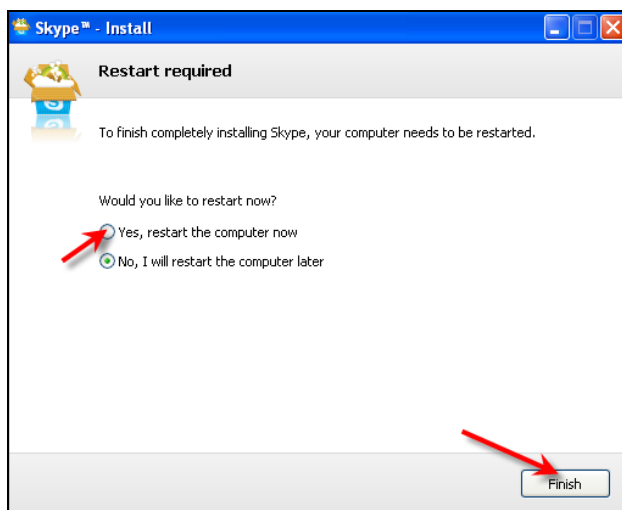
You will be asked if you want an additional download, this is up to you (the reason it connects with eBay is because eBay owns Skype. Just make sure to click **Next**.



Next you will see a progress bar as Skype downloads to your computer. You will see multiple progress bars that relate to the function it is downloading....below is an example of what they will look like.



When the download is complete you will need to choose **Yes, restart the computer now** and click on **Finish**.

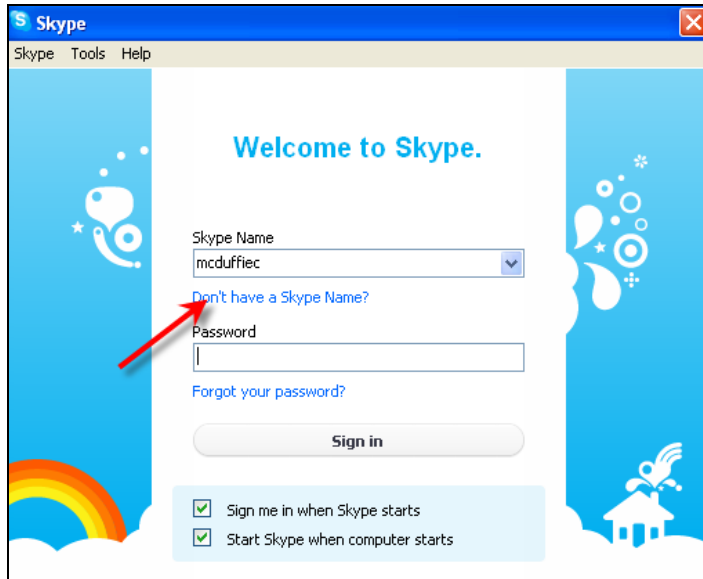


Once your computer restarts there should be an icon that appears on your desktop. Double click on the icon to launch Skype.



Setting Up Skype Name and Password

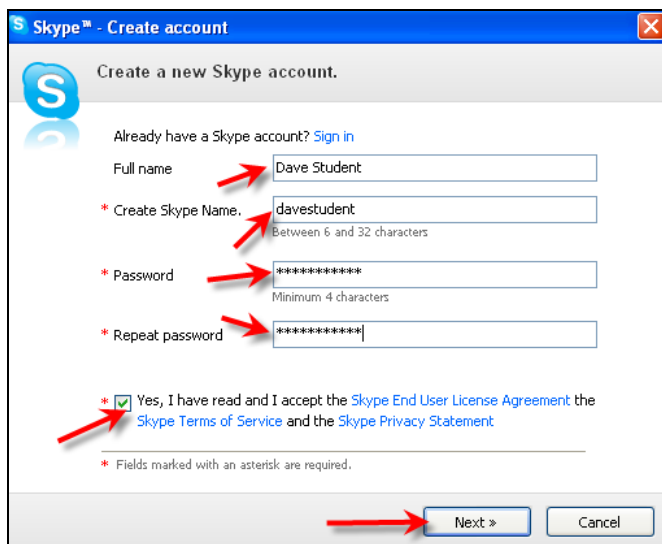
Once you double click on the Skype icon you will need to create a **Skype Name**. Click on **Don't have a Skype Name?**



Fill out the information and make sure to click on the box indicating that you have read and accept the license agreement. Please make sure you read over the license agreement to better understand your liability.

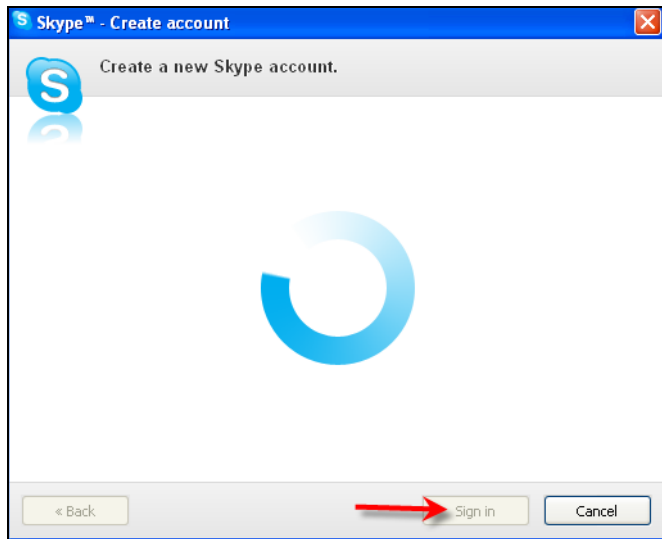
Then click on **Next**.

Note: It is your responsibility to remember your **Skype Name** and **Password**. The name you choose will be how users contact you through Skype.



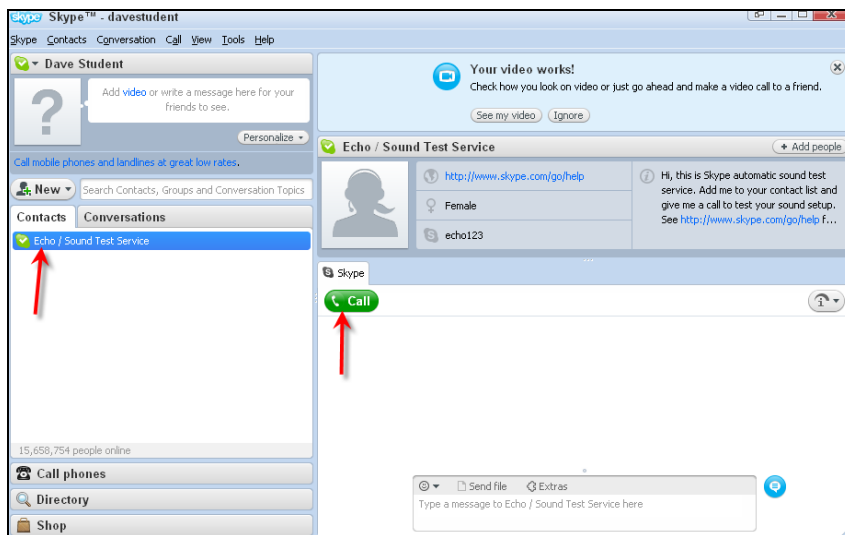
Next you will need to provide a valid email address. **The email address you insert is the only way to retrieve a forgotten password.** Choose your **Country** (Skype works all over the world) and the **City**. Also, if you check **Sign me in when Skype starts** you will not have to go through the log in process.

The click Sign in. The next screen will show you that Skype is creating your account.



Next Skype will ask you if you want to check the sound quality, you can close that out. You will see Skype's interface and it should contain one **Contact named Echo/Sound Test Service**. Go through the sound test, if you want to, for setting up your microphone volume for making Skype calls.

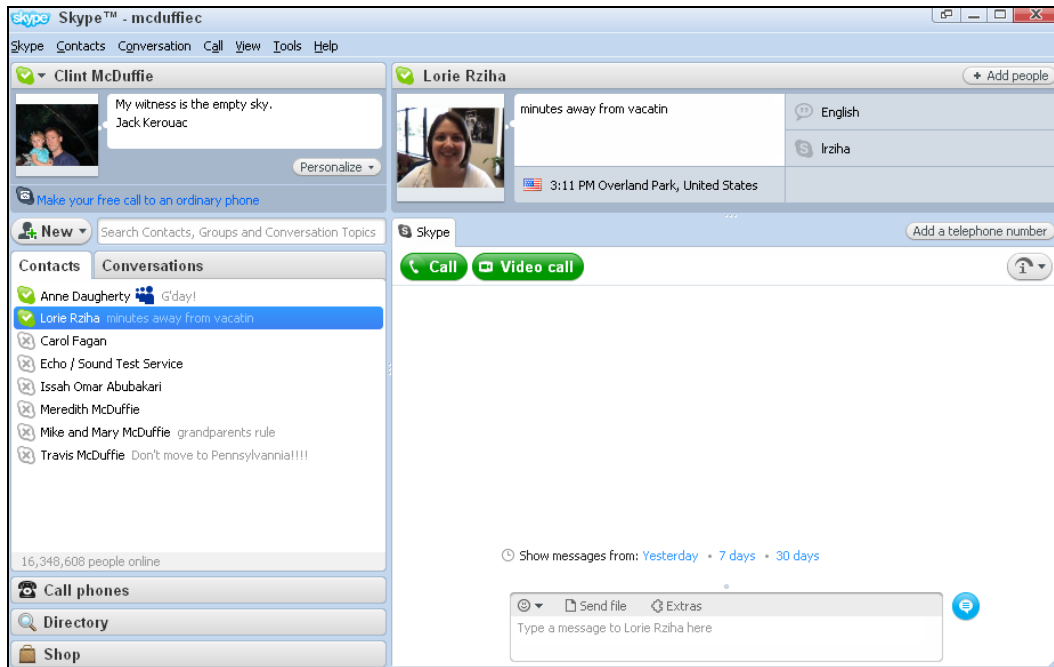
To call Echo/Sound Test Services simply click on the green call button to the right.



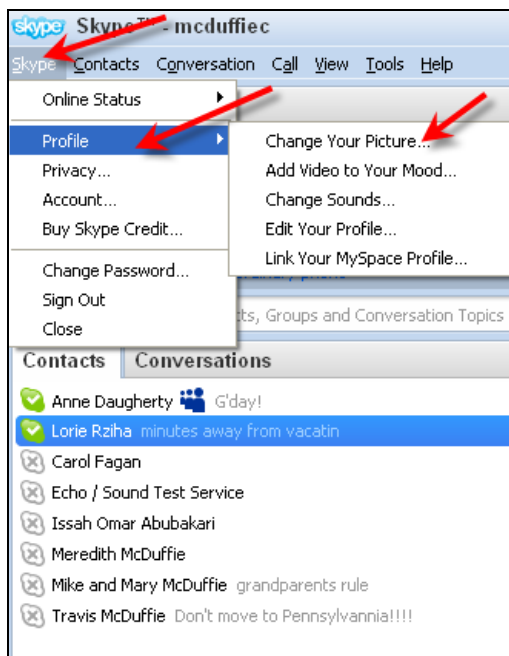
Editing Skype Profile

Skype has many functions. This tutorial will cover some of the basic/common tools needed.

It is recommend to go exploring it a bit...there are some intriguing features.



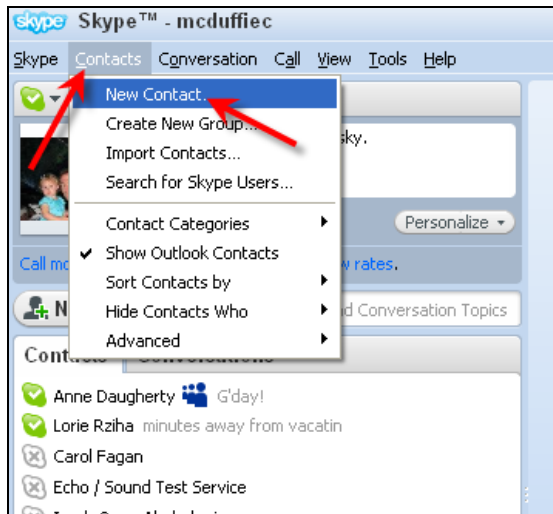
To update your **Profile** click on **Skype** in the top toolbar and then click on **Profile**.



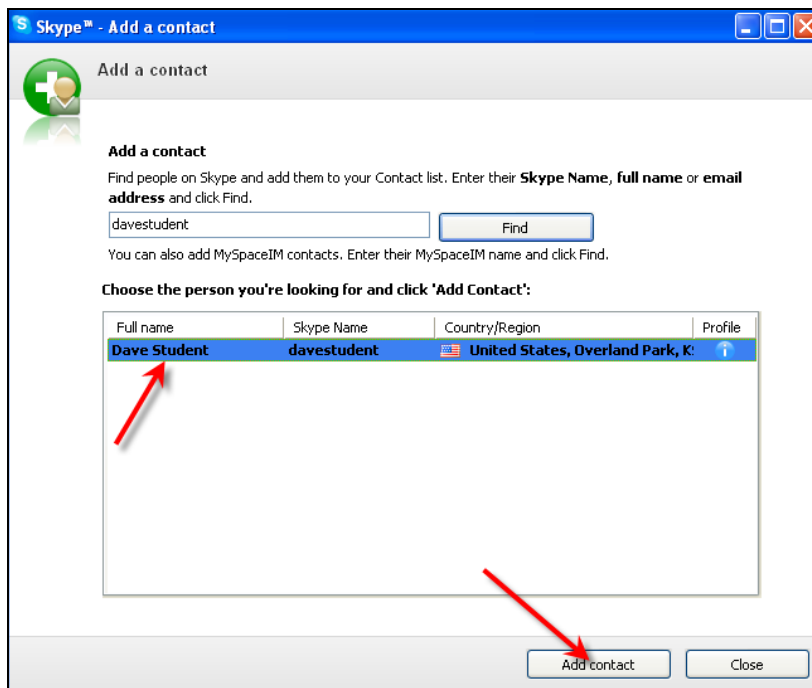
Adding a Contact

Once you are in **Profile** you can edit your personal information and upload a picture, if you would like.

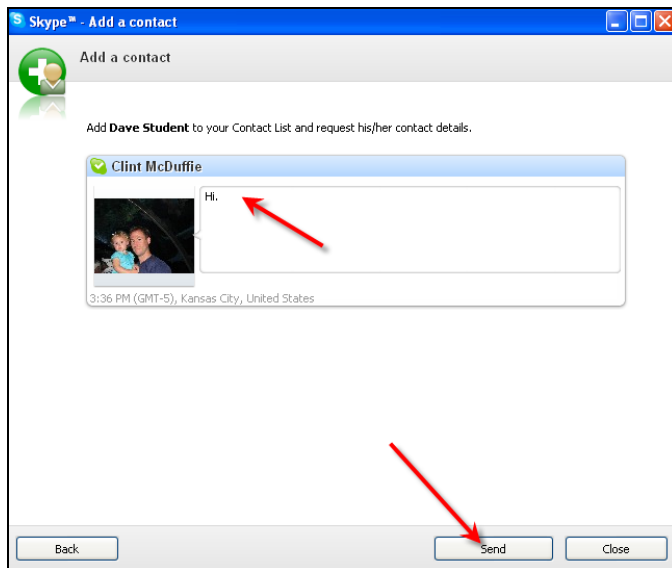
To add a contact click on **Contact** in the top menu and click on **New Contact**.



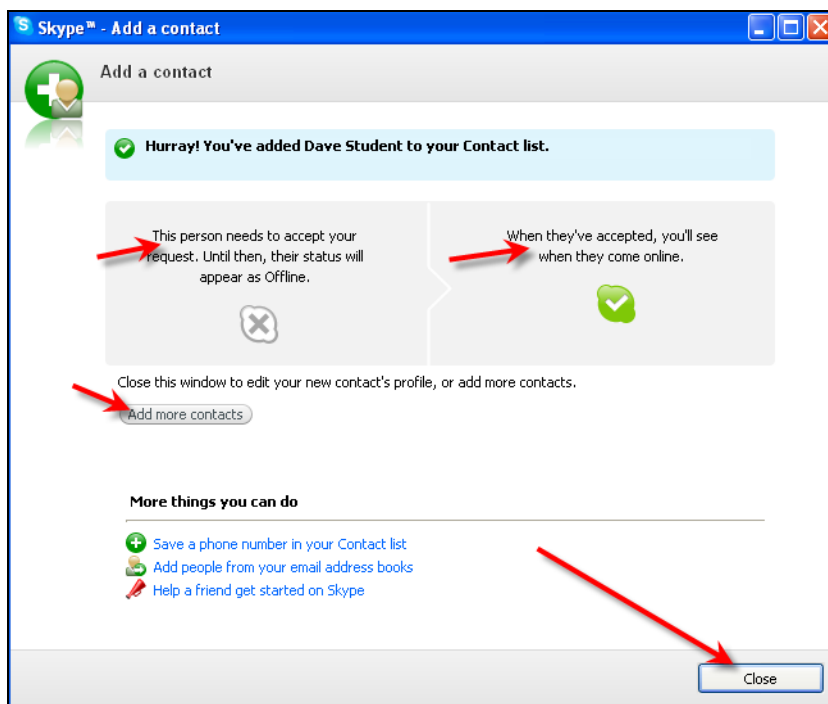
Type in the **Skype Name** of the person you are looking for and click **Find**. Once you have found the name of the person you wish to add as your contact highlight their name (it will appear in blue) and click **Add contact**.



You then have the option of entering a message to introduce yourself to the person. Just type a message in the box with **Enter a message to introduce yourself** and click **Send**. The person you are contacting will receive the message next time they sign into Skype.



Skype will let you know that you have added that person as a contact and what will happen with the message that you sent. From here you can **Add more contacts**, but when you are finished simply click on **Close**.



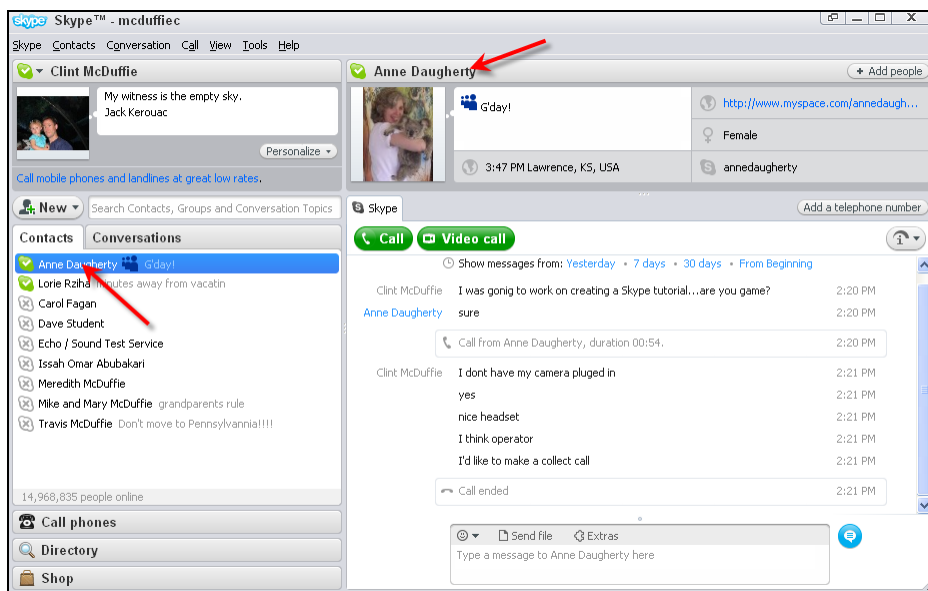
Once you close out of adding contact you will be taken back to the Skype interface.

Communicating with a Contact

There are two ways that you can communicate through Skype; one, you can make a face to face video call with one user at a time (when calling a group you can use voice but there is no image) or you can instant message.

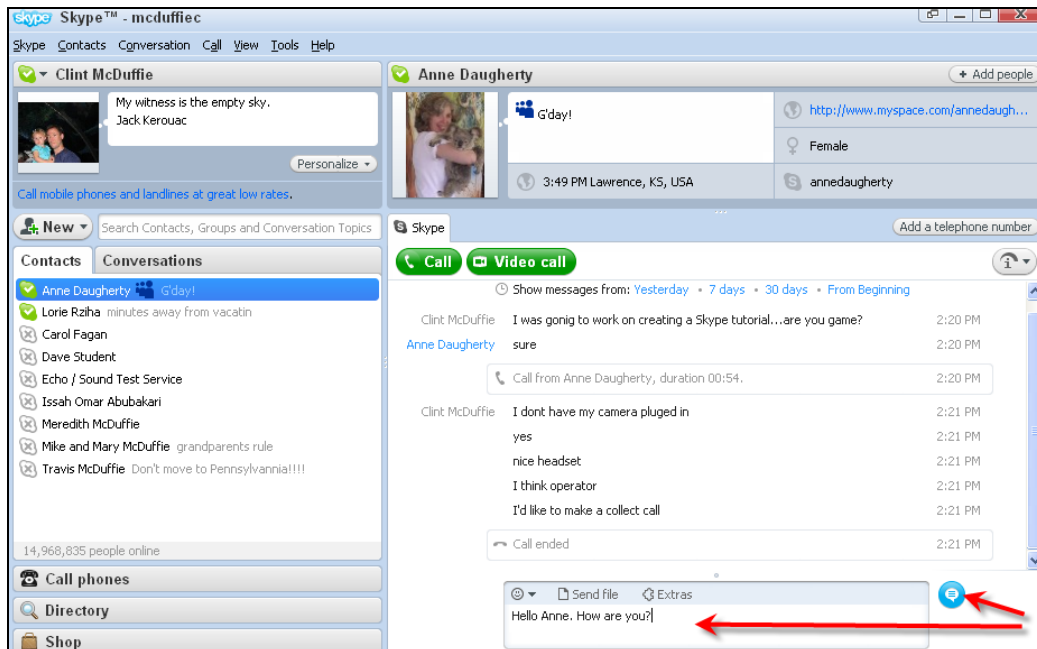
Instant Message

To send an instant message through Skype you need to click on the person's **Skype Name** you wish to contact. Their name will appear at the top of the right side with their profile information and **their name will be in blue on the left side under your Contacts list.**



When you see this icon in Skype it means instant messaging is available

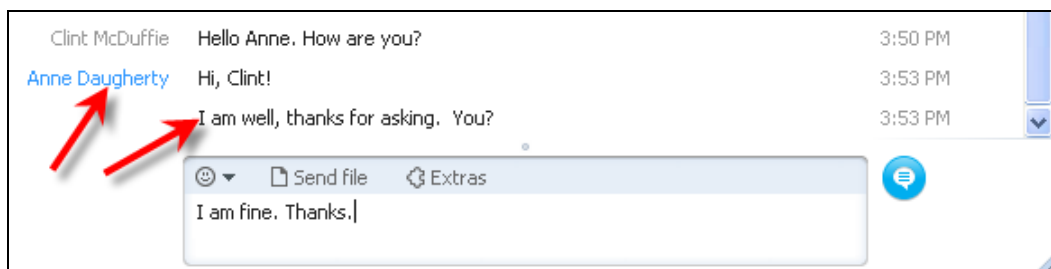
Next to the instant message icon type your message in the box and click **Enter** on your keyboard.



After you click Enter on your keyboard your message will appear above the IM box with your Skype Name next to it on the left and the time next to it on the right.



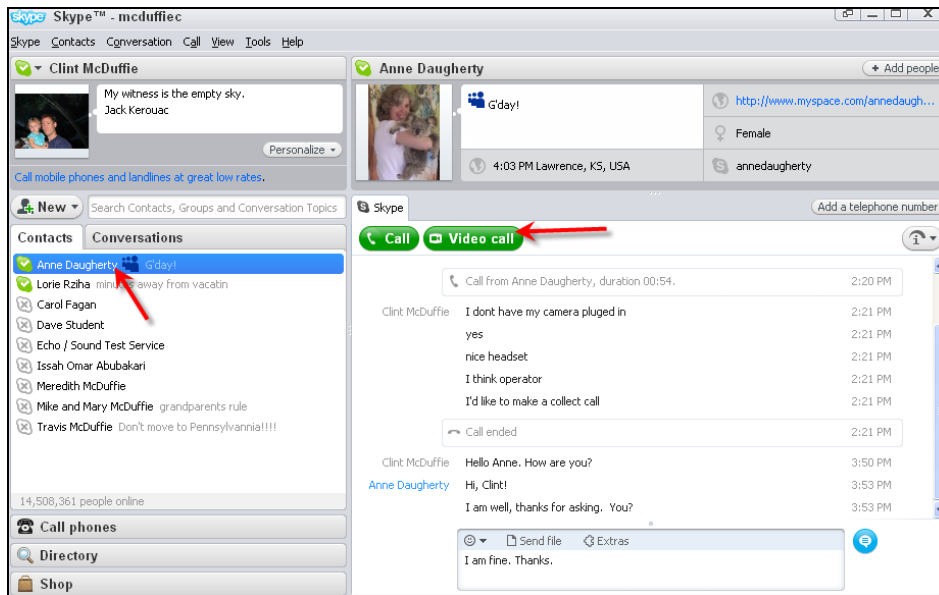
When the person responds, their name, time, and message will appear below your message. The sequence will continue that way throughout the conversation.



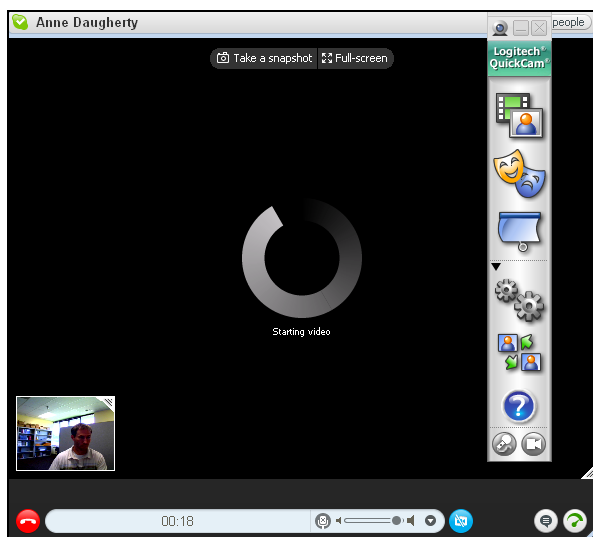
Video Calling

Skype allows you to make face-to-face video calls where you can communicate using the microphone located in your web cam (when making a group call you can't have video images, only voice).

To make a video call click the name of the person you want to call on the left under **Contacts** and then click on **Video call** in green on the right side.



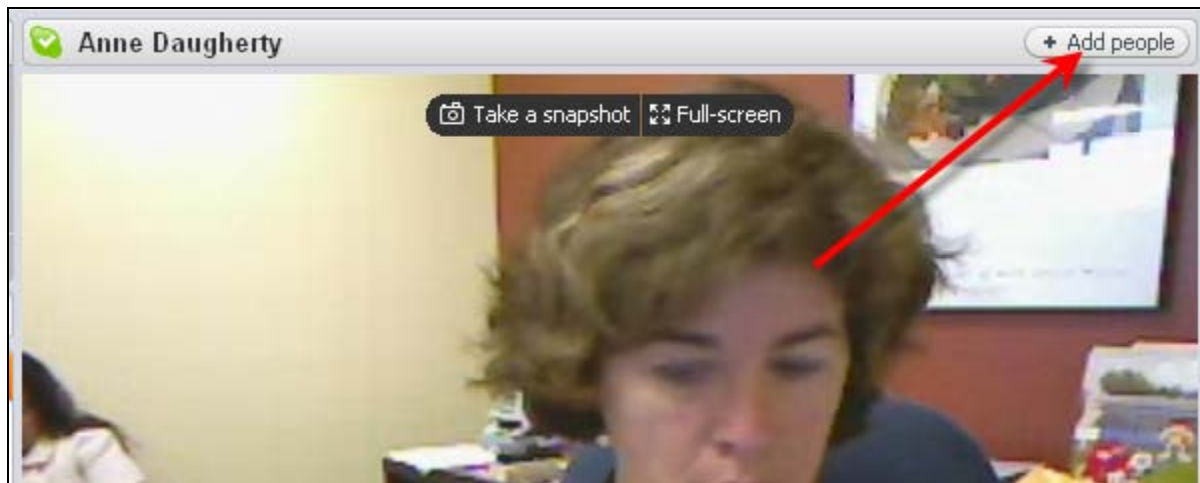
Once you have clicked on **Video call** the screen will show Skype making the call. The video with your image will appear in the bottom left corner.



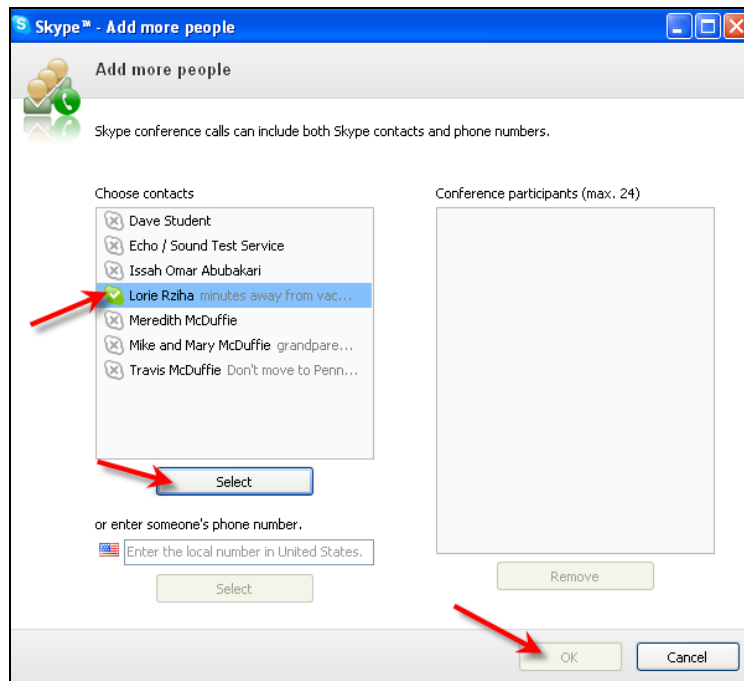
When the person answers you will see them in the screen. You can then hold a conversation with them by simply speaking with them or sending instant messages. To hear them you will need your speakers turned on. Even if they do not have a webcam they can still see you and communicate through instant messaging.



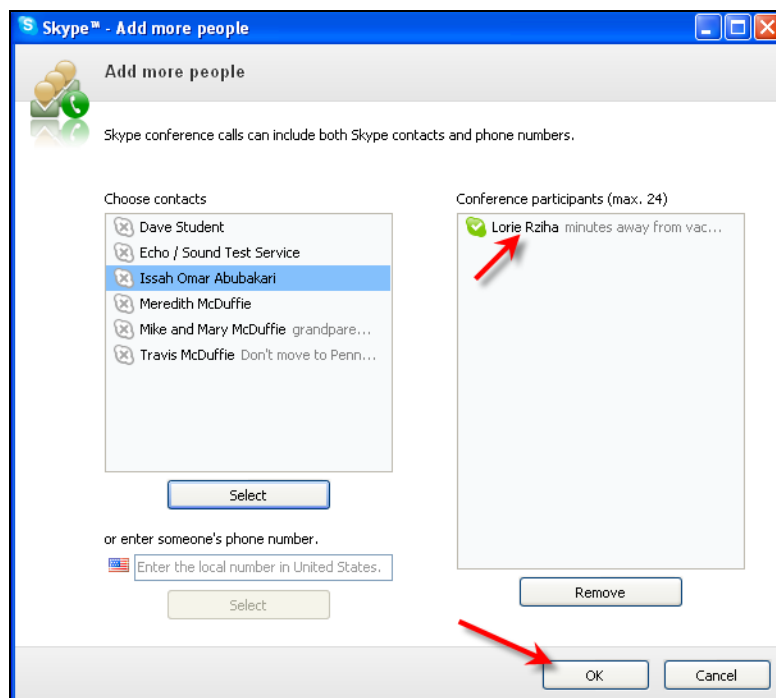
To invite another user simple click on + **Add people** in the top right corner.




When the screen refreshes **click on the name you wish to add** and click on **Select** at the bottom and then **OK**.

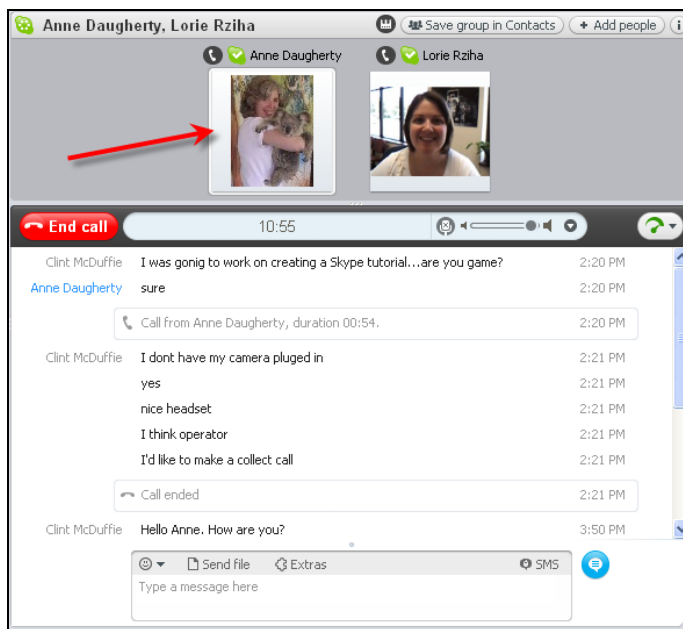


The name you choose will appear to the right after you click on Select. You can add as many names as you wish.

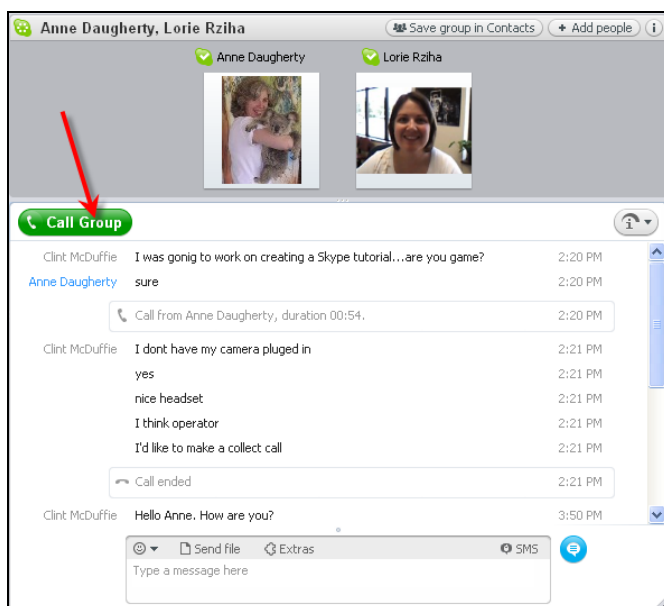


Next it will show the person's profile image along with all the other users in the conversation. You know the person has answered because the phone icon will be up, as if it is off the hook ().

You know who is speaking because the outline of their profile picture will move up and down. Remember, when there is a call with more than one Contact then you will not have the video option, only voice.



To end the call simply click on the red **End call** button. You see the icon shift back to green to call again; that lets you know that the call has ended.



There are many more functions that Skype can do that are not show here; hopefully this gives you enough information to begin to use Skype for your course.